

**SOUTHEASTERN MICHIGAN HIV/AIDS COUNCIL
NEEDS ASSESSMENT COMMITTEE
DETROIT HEALTH DEPARTMENT ROOM 420-B
May 19, 2003
12:00 P.M. –2:00 P.M.**

MINUTES

Co-Chair, Mallory Waldman, called the regularly scheduled meeting of the Needs Assessment Committee of The Southeastern Michigan HIV/AIDS Council to order at 12:17 PM in room 420B of the Detroit Health Department on Monday May 19, 2003. Co-Chair, Brenda Stimson, was also present. Today's agenda and the minutes of May 5, 2003 were read and approved.

Present

Mallory Waldman, Co-Chair
Brenda Stimson, Co-Chair
David Perkins
Waymond Burkes

SEMHAC Staff

Karla Handley, Sr. Program Consultant

Health Department Staff

Brenda Shelton-HOPWA
Cynthia Marshall-HIV/AIDS

OLD BUSINESS

Surveys that have been returned are in Joy's office and must be retrieved. It is not known how many we have received. Joy extended the deadline from May 31 to June 15. Karla will create and distribute a Flyer at Pridefest on June 1 in hopes of recruiting underserved populations to participate in Focus Groups and to complete surveys. A discussion regarding the definition of "in care/out of care" ensued. David Perkins stated that the committee's definition for "out of care" was anyone who had not been treated by a doctor for 6 months or more. Cynthia said that HRSA's definition was more restrictive, requiring that anyone considered "in care" must be receiving treatment from an HIV specialist or an infectious diseases specialist. Brenda Shelton stated that clients to whom she distributed surveys were confused about completing them, and asked that next year Needs Assessment committee members be available to help them. Mallory suggested that the Agenda be set aside to discuss the circumstances that have occurred during the past week, and the committee agreed.

NEW BUSINESS

Joy Royes is no longer employed as the Community Planning Coordinator for SEMHAC. Karla recruited a PhD student at WSU who was interviewed this morning and would be a good candidate to do the analysis of the data collected, and would also write the Needs Assessment Report. He has an associate who he thinks would be interested in assisting him. One data entry person has also been recruited. Karla described the roles and responsibilities of interns, and stated that their positions would require a one-month commitment. The timeline is as follows: Data Collection completed by June 15; Data Analysis and Data Reporting completed by July 8; Product Due by July 16. Mallory raised the issue that HRSA does not require a full Needs Assessment every year, and that perhaps this year we should focus only on target groups such as White MSMs, Male and Female Over 50, Youth-13 to 24, and Ex-Offenders. Outlying counties were underreported and could be a focus, as well. Cynthia pointed out that ex-offenders are not a mandated group. She stated that, from a grantee perspective, choices must be data driven, and not made based upon what someone thinks "should" be targeted. Per Cynthia, other information that can be utilized is the CHAS study, which is an interview-based survey that may be obtained from Surveillance. The

Epidemiological Survey is also a product of Surveillance, but Cynthia does not think that a new survey was done this year, since the data does not change much over a period of several years. She suggested contacting Shawan Colbert for this information. Mallory ended the meeting with a suggestion that at the next meeting we examine our status in terms of data collected, and decide how to proceed.

NEXT MEETING is Monday, June 2, from Noon-2 PM in Room 420B of the Health Department.

ADJOURNMENT

Meeting was adjourned at 1:45 PM.

Minutes transcribed by Karla Handley, May 23, 2003.

Co-Chair Signature _____ Date _____